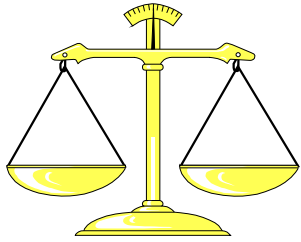


JOB OPPORTUNITY



OFFICE OF THE STATE PUBLIC DEFENDER

Classification: OFFICE ASSISTANT (T) A \$2003-2435 / B \$2172-2641
OFFICE TECHNICIAN (T) \$2510-3050
Tenure: Limited-term 12 months, Permanent Full-time
Hours: 8:00-5:00, Monday-Friday
Location: Sacramento, CA

DUTIES AND RESPONSIBILITIES:

This position serves as receptionist for the Sacramento Law Office of the Office of the State Public Defender. Under supervision of the Legal Support Supervisor I, the general duties of this position may include, but are not be limited to:

- ! As the receptionist, incumbent will field incoming calls from the public as well as inmates. This will require paging and transferring of calls to OSPD attorneys and support staff. Greet office visitors and maintain office sign-in and visitor logs.
- ! Record legal mail in the office docketing system.
- ! Responsibilities include the mail room, photocopying and monthly inventory duties. Will involve the ability to move boxes, legal records and supplies up to 10 pounds.
- ! As needed, provide delivery and pickup service to/from various courts.
- ! Use computer to assist in the preparation of reports and miscellaneous typing.

DESIRABLE QUALIFICATIONS:

- ! Receptionist experience; knowledge of and experience with multi-phone lines and good phone etiquette.
- ! Ability to work independently and as a team player.
- ! Experience with word processing.

WHO SHOULD APPLY:

Individuals with civil service eligibility for the above classification. Please indicate method of eligibility on your application. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

Send an Application To: Raquel Correa
Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814 (916) 445-5447

FINAL FILING DATE: July 21, 2004 or Until Filled

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 7/02/04